



**JOB DESCRIPTION**

**Position Information**

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| <b>Position Number</b>                                  | <b>Position Title</b><br>Indigenous Community Development Officer                    |   |
| <b>Position Classification</b><br>WP-04                 | <b>Effective Date</b>  |   |
| <b>Decision Number</b>                                  | <b>Job Code</b>  | <b>National Occupational Classification</b> |
| <b>Department/Agency</b><br>Correctional Service Canada | <b>Grievance Officer</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> | <b>Office Code</b>                          |
| <b>Organizational Component (Branch/Division)</b>       | <b>Geographic Location</b>   |   |
| <b>Language Requirements</b>                            | <b>Linguistic Profile</b>  |   |
| <b>Communication Requirements</b>                       | <b>Security Requirements</b>   |   |

**Supervisor Information**

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| <b>Position Number</b> | <b>Position Title</b> | <b>Position Classification</b> |
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**Employee Statement**

I have been given the opportunity to read and comment on the content of this job description.

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|-------------------------|------------------|-------------|
| <b>Name of Employee</b> | <b>Signature</b> | <b>Date</b> |
|-------------------------|------------------|-------------|

**Supervisor Statement**

This job description accurately describes the work assigned to this position.

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| <b>Name of Supervisor</b> | <b>Signature</b> | <b>Date</b> |
|---------------------------|------------------|-------------|

**Manager Authorization**

This job description accurately describes the work assigned to this position.

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| <b>Name and Title of Manager</b> | <b>Signature</b> | <b>Date</b> |
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## JOB DESCRIPTION

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### Client Service Results

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Provision and delivery of initiatives and services to Indigenous offenders on culturally sensitive release into an Indigenous community under the supervision of the Correctional Service of Canada (CSC), and as per section 84 of the Corrections and Conditional Release Act (CCRA).

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### Key Activities

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Facilitates, coordinates, supports, and assists in the implementation and evaluation of reintegration initiatives and policies for Indigenous offenders; and conducts post-implementation monitoring to ensure compliance and understanding of such initiatives and policies, and to guarantee consistent regional application.

Reviews documents in the Offender Management System (OMS) concerning Indigenous offenders seeking a release; and liaises with Parole Officers and Primary Officers to support the planning and coordination of pre-release or release, and the identification of options for offenders who are being released into the community.

Supports the release planning process in collaboration with case managers, and Indigenous communities and organizations; provides training and advice regarding the types of releases available to Indigenous offenders; and delivers presentations to offenders, CSC staff and management regarding the release planning of offenders.

Develops partnerships and agreements with Indigenous organizations and communities; provides them with technical correctional support and expertise regarding their involvement and pursuit of arrangements for an offender's release; and collaborates with the Indigenous community to complete a community assessment and gather information about what services the community can offer to the offender.

Shares and exchanges information with the Indigenous community regarding Healing Lodges and other existing agreements; provides support to Healing Lodges regarding community reintegration opportunities; and ensures that a support system, consisting of Elders and cultural or spiritual activities and gatherings, is in place for offenders.

Clarifies relevant legislation and related community correctional initiatives, enabling Indigenous communities to develop and implement supervision, parole or release plans for Indigenous offenders, in collaboration with the CSC and the Parole Board of Canada (PBC); and assists in the design of frameworks for the reintegration of offenders.

Participates on internal working groups and project teams; and acts as part of the case management process to support the creation, planning, development and supervision of the correctional plan.

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### Skills and Knowledge

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Knowledge of Indigenous cultures, healing practices, traditional medicine and ceremony, as well as trends and issues related to Indigenous communities, in order to determine the cultural needs of offenders; anticipate community response to new programs or services; and foster healthy relations between the department and the Indigenous community.

Knowledge of change management and human behaviour, in order to maintain effective relations with CSC staff and promote a positive work environment.

Knowledge of the CSC's mission, mandate, culture, legislation, directives, programs, policies, case management processes, activities, services, as well as the roles of various internal stakeholders, in order to provide advice that is consistent with legislative requirements and CSC objectives.

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Knowledge of acts and regulations relevant to the CSC and the Indigenous Initiatives Division, particularly of sections 81 and 84 of the Corrections and Conditional Release Act (CCRA), in order to explain such legislation to Indigenous communities; ensure that services are consistent with the requirements; and understand all aspects related to the release of offenders into an Indigenous community.

Knowledge of Indigenous communities, and of provincial, territorial and national organizations, in order to work with these organizations to expand the interest of the Indigenous community on a broader level.

Knowledge of non-governmental organizations, associations and private interest groups, in order to benefit from the strategic advice, guidance, and services they provide in relation to the reintegration of Indigenous offenders; and enhance the CSC's capacity to increase community participation in the release planning process.

Knowledge of the Offender Management System (OMS), in order to understand and be familiar with the content of the documents concerning Indigenous offenders who are seeking a release.

Reading, listening, and interpretation skills, in order to review material prepared by other members of the work unit or other areas of the CSC; and review and understand current and new legislation.

Verbal and presentation skills, in order to establish networks with the Indigenous communities; participate in committee meetings where other members may be unfamiliar with the subject matter; describe and explain legislation to various audiences such as staff, offenders, the Indigenous community, the public, the media, the judiciary, the legal community, and other criminal justice and corrections agencies.

Written skills, in order to prepare and edit various types of documents for senior management approval; develop frameworks for cooperative agreements; and inform decision makers so they are aware of the impact of these agreements on staff, stakeholders, and the organizational culture.

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## **Effort**

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### **Physical effort is required to:**

Sit for extended periods at a computer station or when attending meetings.

### **Intellectual effort is required to:**

Develop continuous learning models for regional communities; assist in the design of frameworks for the reintegration of Indigenous offenders; and apply and implement agreements under the terms of sections 81 and 84 of the CCRA in the delivery of initiatives for Indigenous offenders.

Establish a network of resource contacts within the regional community, including correctional professionals, to contribute to the development of Indigenous corrections initiatives and determine the priorities for the Indigenous community.

Promote the involvement of Indigenous communities in the offenders' case management and reintegration planning process; discuss, analyze, and evaluate offender needs and reintegration goals; and collaborate with Indigenous communities to develop service proposals, community release plans, measures, policies, and value-added products that meet the needs of offenders and support their reintegration.

Ensure that a solid release plan is in place for Indigenous offenders by collaborating with Institutional and Community Parole Officers, Indigenous Community Liaison Officers (ICLOs), Primary Officers, and Indigenous communities, in order to prepare community strategies, community assessments of release plans, and assessments for decision-making.

Test new strategies and approaches to maximize the results regarding the reintegration of Indigenous offenders; explore creative ways of using resources, such as joint undertakings, shared services and corporate projects; ensure decision makers are aware of the impact of agreements on staff, stakeholders and the organizational culture; and obtain approval and commitment from managers for the proposed new initiatives.

Develop and prepare various types of documents for senior management's approval; and ensure the inclusion of an offender's Indigenous social history in the documentation for decision-making.

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Support the CSC's commitment to change management, even with few precedents or existing models of service delivery, by contributing to the development of reintegration activities for Indigenous offenders, by implementing culturally appropriate interventions that foster the participation of the Indigenous community, and by understanding the impact of cultural factors.

Participate on working groups and project teams that include subject-matter experts, professional consultants, colleagues, and employees of other government departments and agencies, to contribute to the implementation and monitoring of cultural competency initiatives in a regional setting.

Adhere to the security requirements of Tandem supervision to reduce the risks related to potentially dangerous offenders.

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## **Responsibility**

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### **Human Resources:**

Provides guidance and expertise to Indigenous organizations and communities regarding their involvement in an offender's release planning process, and supports the development of related agreements.

### **Technical Resources:**

Has custody and is responsible for the use and maintenance of a personal computer and computer peripherals, standard office equipment, hard copy and electronic files, as well as software and manuals.

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## **Working Conditions**

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### **Physical:**

The work involves continuous exposure to office noise, lack of privacy, interruptions, and exposure to glare from a computer monitor.

The work is performed in various locations including correctional institutions, community resources facilities, offenders' residences, First Nation communities, and community parole offices, and involves close interactions with offenders, which often generate an increased risk of verbal abuse or physical assault.

The work also involves car and air travel to visit clients and stakeholders in all weather conditions.

### **Psychological:**

The work involves potential stress resulting from dealing with unpredictable situations, as well as potentially dangerous offenders who are frustrated, angry or agitated.

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